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President urges support for EEO

President Ford issued a strong and comprehensive policy statement in support of equal employment opportunity under merit principles in a March 6 memorandum to heads of government departments and agencies. He urged Federal officials to "provide strong leadership" for EEO programs in their organizations.

While encouraged by recent Civil Service Commission figures showing that nearly one-third of all Federal employees are women and over one-fifth of all government jobs are held by Blacks, Spanish-speaking Americans, American Indians, and Asian Americans, the President stated that affirmative EEO efforts must be continued and expanded.

In the memorandum, President Ford asked agency and department heads for their "personal commitment and active cooperation in assuring that equal employment opportunity become a reality in Federal government. He also called on these administrators to make his view known to all their employees and managers. "Their understanding of my objective is essential. Their support is required."

To increase accountability, the President said, "I have called on Chairman (Robert E.) Hampton of the Civil Service Commission to keep me fully informed on an annual basis of the progress each Federal department and agency is making in this regard ...

"Our Nation's strength is based upon the concept of equal opportunity for all our citizens," President Ford stated. "Men and women of all racial and ethnic backgrounds must be assured a fair opportunity to serve in positions where they can make a maximum contribution and participate in the decision-making process."

But, he said, "more is required than non-discrimination and prohibition of discriminatory practices. What is needed are strong affirmative actions to assure that all persons have an opportunity to compete on a fair and equal basis for employment and advancement in the Federal government. Affirmative action includes recruitment activities designed to reach all segments of our society, fair selection procedures, and effective programs of upward mobility so that all employees have the opportunity to gain skills to enable them to compete for higher level positions ...

"There is reason to believe, President Ford continued, that the skills of the Spanish-speaking as a group have not yet been fully tapped. Also a much wider range of employment opportunity for women can be opened. We cannot and must not permit persons to be locked into jobs not commensurate with their potential ...

"Equal employment opportunity doesn't just happen;" the President noted, "it comes about because managers make it happen. I want equal opportunity to be reflected in every aspect of Federal employment."

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EEO Spotlight

Published bimonthly
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in the interest of equal employment opportunity

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Navy engineers opportunity

For Federal agencies and military installations whose mission requires a significant number of professional engineers, work force integration has been a problem because of the scarcity of professional engineers among minority groups and women. Traditionally, women and minorities have not been attracted to technical professions for a variety of reasons: inadequate academic preparation; lack of encouragement toward and exposure to engineering work; lack of money to finance a college education.

The Naval Air Test Center (NATC), Patuxent River, Md. is seeking a solution to its engineer-recruitment problems among minorities and women by producing its own supply of technical manpower through a work-study program with Tennessee State and other universities. Known as Pax-Tenn, the 6-year work-study program leads to a BS degree in engineering and provides on-the-job training. It has been operating since 1971. Of the 26 students now enrolled in the program, 16 are minorities and 1 is female. Currently, NATC is recruiting for 12 more students for 1975.

Persons eligible for selection into the Pax-Tenn program include: graduating high school seniors; veterans using the provision of the Veterans Readjustment Appointment Authority; and in-house employees using the provision of the Naval Air Station merit promotion program. Pax-Tenn candidates are selected on the basis of overall high school records: attendance; grades; extracurricular activities; Metropolitan Achievement Test results; and personal interviews with a panel of NATC engineers. Personal motivation and desire to be an engineer weigh heavily in the selection process.

Pax-Tenn operates in two phases.

Phase I

Phase I consists of a 12–14

(continued on page 2)

Navy

continued

month upgrade program where the students live on base in a work-study capacity. As GS-2 student-trainees (Schedule A), they spend 20 hours per week in class with concentration on reading comprehension, English usage, algebra, geometry, trigonometry, physics, and mechanical drawing. They spend the remaining 20 hours on a project team learning basic, practical Test and Evaluation engineering. As technical skills are developed, student-trainees are given additional responsibility within the team.

During Phase I, the NATC Selection Board reviews the students' individual academic progress and interviews the students to determine overall attitude and motivation. Student results in the American College Test scores are examined since ACT is required for admission to Tennessee State University.

The Selection Board makes individual recommendations for entrance to the freshman class at Tennessee State, but the University Admission's Office reserves the right of acceptance.

Phase II

During Phase II, the student-trainees are granted leave-without-pay to pursue the regular University program in an appropriate engineering department. Students remain at the University for the first three quarters to complete their freshman year. After that, they alternate quarters of work and study, living at the NATC base or the University.

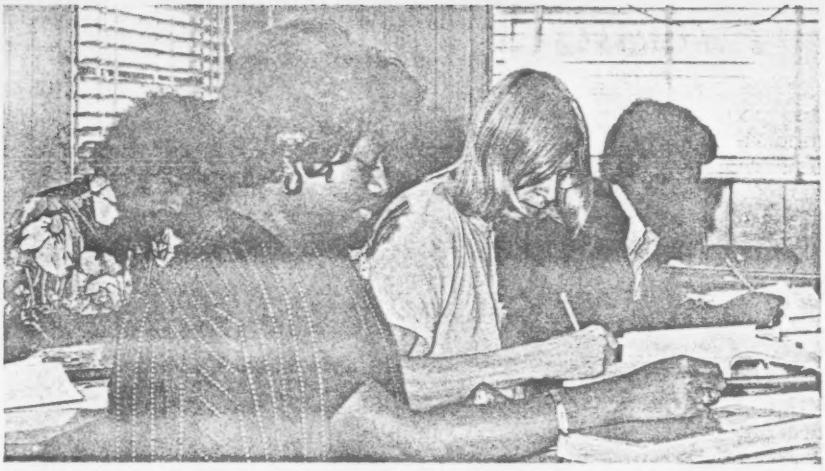
Promotion schedules are adjusted throughout the 6-year program to conform to academic and work progress. The rate of pay is consistent with current government regulations and policies.

During the academic quarters, NATC pays 50 percent of the total costs of tuition, fees, required tests, and materials. Transportation expenses between Tennessee State and NATC is paid by the Center.

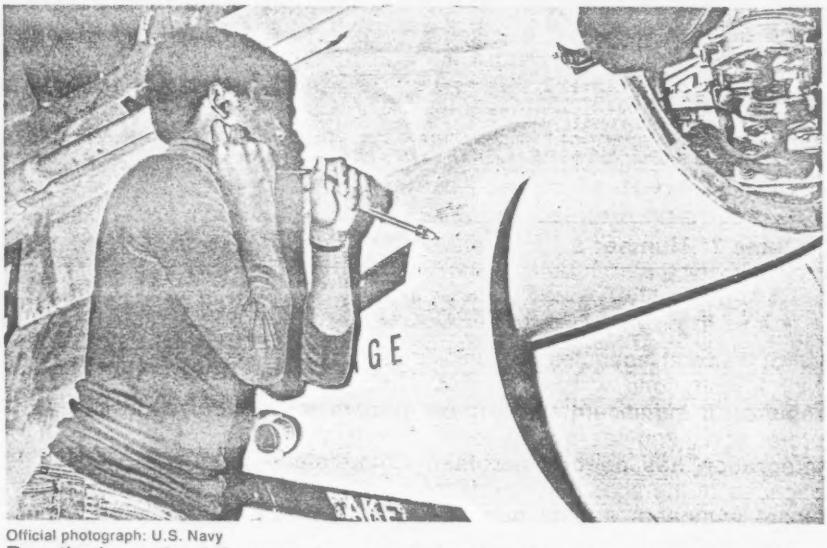
Students are responsible for the other 50 percent of tuition, fees, texts, materials, and for the total cost of room and board. By careful budgeting, NATC believes the student-trainees should be able to save sufficient money during Phase I and the work periods of Phase II to cover expenses.

Naturally, satisfactory work progress as well as academic achievement is necessary for students to continue in the program. Upon completion of the requirements for a bachelor of science degree in engineering, student-trainees are promoted to GS-7 engineer at the NATC complex. Upon completion of the program, student-trainees are obligated to work 20 months for the U.S. Government in return for the financial assistance provided by the Navy.

For additional information about the program, write to Ted White, Head, Employee Development, Civilian Personnel, Naval Air Station, Patuxent River, Md. 20607, or call (301) 863-3734.



In the classroom, Pax-Tenn trainees study a wide range of subjects, such as, mathematics, chemistry, reading, and basic electronics. Shown are program participants Wilhemina Greene, Greg Gillingham, Howard Kent, and Rodney Brooks (rear).



Official photograph: U.S. Navy

Practical on-the-job experience reinforces classroom learning. Here, Pax-Tenn student Randy Tyer replaces a panel after checking out the equipment.

EEO

Spotlight

Editor: Rene Vawter

The Chairman of the U.S. Civil Service Commission has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing of this periodical has been approved by the Director, Office of Management and Budget through June 30, 1977.

Heads told 'refine technology' for action plans, UM programs

Upward mobility through management commitment; action plans based on problem assessment; timely complaint processing; thorough investigations; program unification. These were recurring phrases discussed at the EEO Directors conference held Feb. 26 and 27 in Reston, Va. Approximately 80 agency officials participated in the meeting that was sponsored by the Civil Service Commisssion. Also attending were the Commission's regional EEO representatives who met with CSC headquarters officials earlier in the week.

In opening the conference, Irving Kator, assistant executive director of the Civil Service Commission, said that the 3-year old Equal Employment Opportunity Law now needed a more mature style of implementation. He urged program directors to develop a more sophisticated technology, to use finer tools in carrying out upward mobility programs and in preparing affirmative action plans. Kator stressed the importance of understanding the personnel system so that EEO and personnel offices could effectively interact. Merit employment, he said, means recruiting qualified candidates from the broadest possible spectrum, and this is what EEO is all about.

Sharing in the program presentations and workshop leadership were EEO officials from Federal agencies and the Commission. Guest speakers included Stanley Scott and Fernando deBaca, special assistants to the President; Paul Mahoney, director of the Federal Employees Appeals Authority; and Herman Staiman, chairman of the Appeals Review Board. CSC General Counsel Anthony Mondello and Assistant General Counsel Carl Goodman discussed the new Freedom of Information Act and recent Supreme Court decisions as they impact on EEO.

Orders due for FY '76 Spotlight

EEO staffs and counselors, special program coordinators, and personnel officers who wish to receive copies of the *EEO Spotlight* for FY 1976 should make their needs known through their agency channels. Courtesy copies and bulk distributions will no longer be available through the Commission due to the increasing demand for the publication on the one hand and budget and distribution limitations on the other. Federal employees who have been receiving copies through the Commission have been notified regarding the change.

Directors of EEO and of Personnel were advised of this policy change and were asked to coordinate bulk orders in adequate quantities to satisfy the needs of their employees with EEO responsibilities at the headquarters level, in bureau offices, and at field installations.

CSC Bulletin 171–461 explained to agency officials that they may purchase bulk quantities of the newsletter by riding the Civil Service Commission's printing requisition No. 76–46, using Standard Form 1. The requisition should be submitted to the Government Printing Office through the agency office that is authorized to procure printing. GPO will mail directly to agency field installations if addresses are provided.

Donna Moore

Moore cited for UM work

Donna Moore, Upward Mobility coordinator in the Office of Federal Equal Employment Opportunity, Civil Service Commission, received an outstanding achievement award, Jan. 30, from the D.C. Chapter of the American Society of Training and Development and the Training officers Conference. Ms. Moore was cited for her outstanding work in assisting and guiding Federal, State, and local officials in the development and implementation of plans of action for upward mobility. In 1971, Ms. Moore, as a member of the Upward Mobility Workshop Committee, received the Upward Mobility Training and Development Group Award from the same organizations.

OFEEO takes over 44 cases

The Commission's Office of Federal Equal Employment Opportunity is taking agressive action in cases where agencies have failed to process discrimination complaints on a timely basis as required by law.

Pursuant to the law, Commission regulation 713–220(c) states that "If an agency has not issued a final decision and has not requested the Commission to supply a complaint examiner within 75 calendar days from the date a complaint was filed, the Commission may ... assume responsibility for processing the complaint, including supplying an investigator ..."

Over the past 3 months, OFEEO has assigned investigators, on a reimbursable basis, to 44 cases where complaints had been filed for over 75 days but where no investigative action was begun by the agency in which the complaint was filed. These takeover actions, which affected 5 agencies, are being adopted to assure that complaints are afforded administrative due process on a timely basis. The law provides that a complainant may go to Federal Court when cases are not resolved within the Federal complaint system in 180 days.

IWY focus of FWPC meeting

International Women's Year (IWY) 1975 was the special focus of an all-agency meeting of the Federal Women's Program Coordinators sponsored by the Civil Service Commission's Federal Women's Program Office Feb. 21. Over 100 women attended the meeting, including Patricia Lindh, special assistant to the President for Women's Affairs.

Opening the program, Irving Kator, the Commission's assistant executive director, told the group that IWY was the time to reap the harvest of seeds planted during the early years of the Women's Program. The success formula for a Federal Women's Program, he said, is a combination of commitment from agency managers and hard work from agency coordinators.

Mildred Marcy heading the Secretariat for the National Advisory Commission for IWY 1975 gave an overview of the world plan of action to improve the status of women and then cited the work being done in the U.S. to help carry out IWY objectives of equality, development, and peace.

The meeting also featured Jeanne Monk, the Commission's ADEA (Age Discrimination in Employment Act) program coordinator who provided information on the background and developments in the regulatory program. Launched in 1974 to assure nondiscrimination on account of age in Federal civilian employment, the program is a result of PL 93–259 amendments to the Age Discrimination in Employment Act of 1967.

The half-day session concluded with four panelists, Ann Chapman, Cynthia Shaughnessy, Florence Perman, and Allene Joyce Skinner, presenting highlights of the Federal Women's Program within their agencies.

Border patrol gets more S/S

As a result of the Civil Service Commission changes that focus on a greater job relatedness in the Border Patrol Agent examination, approximately 20 percent of the 1,600 rated eligible in 1974 were Spanish-surnamed and approximately 30 percent were able to speak Spanish fluently. This was the first time Spanish-speaking ability was credited in the rating process.

23 agencies give 292 EEO awards

During 1974, 292 EEO awards were made by 23 agencies and departments as part of their honor awards ceremonies. With the recent additions of the Departments of Labor and Justice and the Smithsonian Institution, more than 30 agencies have developed incentive systems that specifically include awards for significant achievement in fostering equal employment opportunity.

Increasingly, agencies have shown their ingenuity and skill in identifying employees who meet the criteria for EEO awards, including those involved in non-Federal activities.

For example, in the 1974 awards ceremonies at the Department of Commerce, Secretary Frederick B. Dent presented a special achievement award to an employee who obtained athletic scholarships for 28 disadvantaged students and raised $85,320 for a Special Interest Athletic Program; to another who, through litigation, ended discrimination in a neighborhood swimming pool; to another who trained 45 Alaskan natives for technician positions; to a technical specialist who was instrumental in obtaining summer jobs for nearly 200 minority youths.

The U.S. Air Force gave 74 EEO awards during 1974. One group award was presented to six secretaries who voluntarily trained 30 disadvantaged Public Service Career employees in office skills.

Other agencies made EEO awards to supervisors who did special recruiting and counseling to promote EEO in their own organizations.

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